

POSITION TITLE: **Project Manager**

REPORTS TO: Administrator

STATUS: Full time, Exempt

DATE: August 2023

DESCRIPTION:

Performs skilled to highly-skilled duties providing water resource management, protection and planning as it relates to the implementation of District's Watershed Management Plan. Responsible for the development and implementation of watershed projects and the oversight of capital projects. Implements projects that address water quality and flood control issues. Coordinates watershed management activities involving other local units of government, city departments, agencies, and private and non-profit sectors in the Watershed. Serves as government liaison to work collaboratively toward mutual goals. Supervise program team.

DUTIES/RESPONSIBILITIES:

1. Supervise and coordinate the work and schedules of department team to help meet goals and objectives.
 - a) Provide ongoing feedback to department team that is positive and constructive to seek high engagement and continuous development of team
 - b) Partner with the District Administrator to ensure District policies are adhered to by department staff
 - c) Help set goals for the department team that align with the District's Watershed Management Plan
 - d) Conduct performance evaluations that are timely and constructive
 - e) Collaborate with leadership team to develop and modify best practices for the organization
 - f) Train and onboard new department employees to ensure clear understanding of roles, responsibilities, and District policies
2. Assist Administrator in the preparation and implementation of the Capital Improvement Program
 - a) Assist in the development of annual and long-range Capital Improvement Program work plans and budgets
 - b) Provide input on the District's facilities inventory and a master plan for capital improvement
 - c) Provide input to Administrator on overall District budget
3. Manage the implementation of District Capital Improvement Projects, conduct project management activities including but not limited to:
 - a) Develop budgets; identify scope of work and schedules

POSITION DESCRIPTION

- b) Coordinate with other district staff, RCWD board of managers, partners and engineering and legal consultants
 - c) Develop contracts, easements and cooperative funding agreements
 - d) Preparing grant applications and project reporting and permitting
 - e) Observe and inspect construction activities for capital improvement projects
 - f) Provide technical support (i.e. project design, BMP design, water resource management) and historical RCWD perspective to District projects and programs
4. Provide technical, leadership and management support to the District and outside entities
- a) Support the Administrator and the District in the preparation of responses and recommendations to federal, state and local water management rules, regulations and plans
 - b) Provide technical support to and representation on federal, state and local technical committees (i.e. MAWD, TCAAP RAB, etc.)
5. Engage in Partner projects including but not limited to:
- a) Capitalize on opportunities to lend experience and expertise of District staff to Partners to closely align Partner goals with District goals for common benefit
 - b) Identify ways to bring internal District funding and/or external grant funding to Partner projects (i.e. Stormwater Management grant program, Clean Water Fund)
 - c) Serve as primary liaison to local government partners, ensuring that their needs are considered by the District
6. Provide grant management including, but not limited to:
- a) Collaborate with District staff group on project development
 - b) Grant application development
 - c) Management of contractor and consultant contracts
 - d) Grant reporting, including fiscal and contract compliance requirements, interim and final reporting
7. Own primary responsibility for development, administration, and maintenance of District's Watershed Management Plan
- a) Major periodic lifecycle updates
 - b) Periodic plan amendments
 - c) Ongoing interpretation of the plan, both internally and externally

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent in a natural resource related field.
2. Five years of professional experience involving project management, staff leadership and collaboration.
3. Experience with construction sites, contract management, grants and cost-share, development site plan reviews, stormwater management infrastructure, techniques, and Best Management Practices.

PREFERRED QUALIFICATIONS

POSITION DESCRIPTION

1. Master's degree in Public Administration, Community Development, or related field.
2. More than five years professional experience including extensive project management and staff supervision.
3. Advanced training in public participation, communication, leadership, community building, negotiation, group facilitation, or other closely related area.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Geographic Information Systems (ArcMap)
- Storm and surface water drainage and management practices
- Green infrastructure practices
- Governmental procedures and public participation practices

Skill in:

- Problem-solving and problem-solving techniques (for individuals and groups)
- Creative thinking
- Perspective-taking
- Negotiation
- Group facilitation
- Meeting management
- Diffusing hostile situations and managing conflict appropriately
- Producing timely, accurate, and effective reports and correspondence that is easily understood by the intended audience
- Effectively communicates with a diverse group of employees, associates, and the public in a cooperative, non-argumentative manner

Ability to:

- Independently initiate, plan, and coordinate multiple projects simultaneously, ranging from the routine to the more complex
- Independently prioritize one's own and the work of others
- Gather, analyze, and interpret complex information, follow complex instructions, and effectively resolve a full range of challenges associated with the work Plan, coordinate, monitor and manage staff associated with programs
- Develop positive working relationships with internal and external customers, interest groups, and the general public
- Develop, manage, monitor grant projects
- Communicate effectively with funding organizations to articulate grant eligibility and intended results

SUPERVISION

Work under general supervision of Administrator. Plan, conduct and supervise assignments of team, conferring with Administrator on unusual matters. Supervise Watershed Technician Inspector and Project Technician.

ORGANIZATION-WIDE VALUES

As a member of the District staff, the Project Manager is expected to demonstrate and support organizational values. At RCWD, we value:

Science-based, Fact-based decision-making	Competence	Ethics
Stability	Accountability	Honesty
Integrity	Resiliency	Transparency

Because this position provides direction and coaching to other unit staff, it is expected that the incumbent reinforces organizational values in staff.

PHYSICAL REQUIREMENTS

Ability to sit or stand for extended periods of time while working at a computer in an office setting. Ability to safely move about an office with standard office equipment and furnishings present. Can walk and carry equipment, potentially in rough terrain. Can safely lift approximately 50 pounds as needed. Ability to work in varied weather including inhospitable conditions.

CONDITIONS OF EMPLOYMENT

- Reliable vehicle and ability to travel to and from locations inaccessible by public transportation for job-related duties
- Valid driver's license
- Compliance with organization-wide policies and guidelines
- Compliance with data practices policies and standards
- Successful completion of background check
- Ability to work during RCWD office hours (currently 8:00 am – 4:30 pm, Monday through Friday), plus occasional evening and weekend hours
- Ability to fulfill all functions and responsibilities as outlined in this job description

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

Rice Creek Watershed District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Rice Creek Watershed District will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, disability, age, marital status, sexual orientation, or status with regard to public assistance.